

This Hiring Agreement is for the following Event

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Date of Event...../...../.....

- 1.2 The facilities and services hired within this agreement are detailed in the attached separate sheet
- 1.3 The maximum occupants permitted to be within the hired room(s) at any one time are shown in the Agreement
- 1.4 The Trustees agree that the Hirer may use the room(s) as shown in the agreement between the hours of ..... and ..... on .....day the ...../...../.....
- 1.5 The Hirer has the use of equipment and furniture as shown in the attached separate sheet

2. The Hirer Agrees:

- 2.1 To pay for any breakages or damages caused by the Hirer or any person on the premises at the invitation of the Hirer during the hire period.
- 2.2 A 20% deposit is required at the time of booking
- 2.3 The balance of the hiring fee must be paid before the hire commences

3. The Hirer also agrees:

- 3.1 Not to use the property or any room within the property for activities which, in a Court of Law, could be dangerous, offensive, noxious, noisy, or illegal, or which could be considered a nuisance to Neighbouring properties
- 3.2 Only to allow the authorised number of occupants at any one time as shown
- 3.3 Not to use the property for any trade or business, nor to allow any person to do so, without the express permission in writing from the Trustees
- 3.4 Not to sub-hire the property
- 3.5 To comply with the Regulations as attached

4 The Trustees shall not be liable for any loss, damage or injury howsoever caused to the Hirer or their Possessions, or to any person or their possessions who are on the premises at the hirer's invitation, unless the injury/loss/damage is caused by negligence on the part of the Trustees

5 The Trustees will permit the Hirer to use the property for the purpose shown in the Hiring Agreement without interference providing the Hirer does not contravene the terms of this Agreement

6 The trustees will provide the services and facilities as agreed unless prevented by circumstances beyond the control of the Trustees

7. The Hirer and the Trustees Agree

7.1 The Trustees shall be entitled to cancel this agreement without notice if the balance of the Hire is **not** paid by the Hire date. Any deposit paid will not be refunded

7.2 If the Hire is cancelled before the due balance is paid the Trustees will at their discretion, refund any monies paid

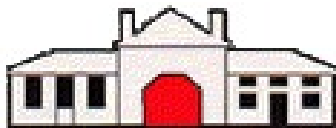
Signed.....Hirer

Signed on behalf of the Centre

Date...../...../.....

.....

Chilvers Coton Heritage Centre  
Avenue Road  
Nuneaton CV11 4LU  
Warwickshire



A Registered Charity  
Company Number 2304561

 0247 6325 822

## Appendix B Regulations

### **Smoking in any part of the premises or the courtyard is Prohibited**

It is recommended the Hirer arrange their own insurance against any loss or damage caused whilst occupying the premises during the hire period

Only those rooms and equipment as detailed in Appendix A are to be used

The Hirer will indemnify the Trustees against damage caused to the premises, decoration or furniture and or equipment during the hire period and will leave the premises in a clean and tidy condition

The Hirer will remove all rubbish at the end of the hire period

Selloptape or drawing pins are not to be used on paintwork or woodwork not designated for display

The Hirer must vacate the premises NO LATER than 10.30pm on the day of hire

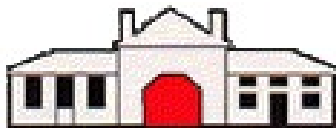
No alcohol is to be consumed or sold on the premises without the express permission in writing of the Trustees. The Hirer is responsible for arranging any temporary licences that may be required.

The Hirer will not bring any electrical equipment into the centre unless the said equipment has a current PAT certificate (Portable Appliance Test). The hirer will advise the Trustees at the time of Hire of any equipment that the hirer wishes to bring into the Centre

Signed on the behalf of the Trustees .....Date...../...../.....

Print Name .....

Signed (Hirer) .....Date...../...../.....



### Application to Hire Room(s)

Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Postcode \_\_\_\_\_ Telephone Number Daytime \_\_\_\_\_

Evening \_\_\_\_\_

Date of Event Day.....Date...../...../.....

Day/Evening/Both

I/We wish to hire the following rooms

MOSEDALE  Maximum Occupancy .....

MAIN HALL  Maximum Occupancy .....

SECONDARY HALL  Maximum Occupancy .....

SCHOOLROOM  Maximum Occupancy .....

KITCHEN  Maximum Occupancy .....

Additional equipment as detailed in Appendix A

Brief description of event and expected numbers \_\_\_\_\_

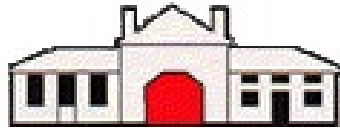
Total Hire Fee £.....

Deposit Required £.....

Paid £..... Date...../...../.....

Paid £..... Date...../...../.....

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Avenue Road  
Nuneaton CV11 4LU  
Warwickshire



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Company Number 2304561

0247 6325 822

Web Site [www.nuneatonheritagecentre.org.uk](http://www.nuneatonheritagecentre.org.uk)

Email: [cotonheritagecentre@talktalk.net](mailto:cotonheritagecentre@talktalk.net)

## Appendix A

Please return with your application form

The Trustees will provide the following Services and facilities for the period of the Hire

Background heating (if required) and lighting

Access to toilet facilities including disabled access

Use of kitchen facilities as seen

Car Parking Facilities are subject to the demands of other site users

If you require any of the following, please tick:

Projector	<input type="checkbox"/>	Screen	<input type="checkbox"/>	OHP	<input type="checkbox"/>
Laptop	<input type="checkbox"/>	Computers	<input type="checkbox"/>		